

Versailles Christian Church

Standard Operating Procedures

21 April 2015

Table of Contents

| Number | Title | Page |
|---------------|---------------------------------|-------------|
| F-01 | General Financial Policy | 1 |
| | | |
| G-01 | Reception of New Members | 3 |
| G-02 | Inactive Members | 4 |
| | | |

VCC Standard Operating Procedures

F-01: General Financial Policy

Special Collections:

All special collections will be deposited into the VCC General account and then paid out, for accounting and recording purposes. Special note: All checks should be payable to VCC.

All special collections for non-profit organizations, will count for year-end giving statements.

To receive credit in the year-end giving statements, all cash must be in a numbered envelope, or an envelope with a name on it. Checks don't have to be included in an envelope as traceability is provided as the individual(s) name will be on the check.

Special collections for individuals or families, will not count for year-end giving statements. This money is considered a gift and cannot be counted as a charitable donation.

Exception: Individuals serving in a Christian-based ministry.

Reference: Zondervan 2012 Church and Nonprofit tax and Finance

Church Obligations:

Only authorized persons have the right to obligate the church for any financial expenditure. Authorized persons are board members or a member acting on behalf of the Board member. Loans are only authorized by the Lead Elder and the Organization Team Lead at the direction of the Board and following approval of the congregation (VCC By-Laws Article II, Section 1(D)).

General Operating – Budgeted:

Budgeted general operating expenses (utilities, gas, phone, etc.) do not require voucher sign off. Invoices/bills will be presented to the VCC Office Administrative Assistant for payment. Ordinary church/office supplies do not require voucher sign off. Special supplies require approval of two board members (signature or email approval).

General Operating – Non-budgeted:

1. Expenses need to have board approval if in excess of \$500.
2. Expenses need to have congregational approval if in excess of \$2500
3. Non-budgeted expenses require a voucher approved by two board members before funds are disbursed.
4. The Campus Maintenance team has up to \$1000 to spend for property maintenance without board signatures or approval. All receipts, however, need to be turned into the VCC Office Administrative Assistant.

Ministry Team – Budgeted:

Budgeted team expenses require voucher sign off with two signatures, primary signature by ministry team lead. Invoices/bills will be presented to the VCC Office Administrative Assistant for payment.

Ministry Team – Budget Adjustment:

1. All Budget adjustments must have board approval.
2. Budget adjustments of less than \$2500 will be handled at the board level.
3. Budget adjustments in excess of \$2500 need congregational approval.

Signature Guidelines:

Vouchers payable to an individual must have two signatures of which the payee is not authorized to be one of them.

Voucher Details:

1. Vouchers are located in the church office; see the church secretary for one.
2. Vouchers MUST be accompanied with a receipt, invoice, or a bill.
3. No money will be reimbursed without a signed voucher and receipt/invoice/bill.
4. Signed vouchers must be submitted to the VCC Office Administrative Assistant for reimbursement.
5. Vouchers without proper approval and/or receipts will be returned to the submitter for correction.

Credit Card Purchases:

1. The VCC Credit Card will be held in the church office.
2. The Senior Pastor, VCC Office Administrative Assistant, or Organizational Ministry Team Lead (MTL) are approved for card usage. The Pastor or Organizational MTL may grant authorization to member if warranted.
3. The individual authorizing a purchase(s) is responsible for obtaining receipts.
4. Purchases (budgeted or non-budgeted) above \$250 must have prior approval from the Organizational MTL. Approval may be granted via email or voucher.
5. The credit card statement will be mailed to the church office.
6. Original receipts must be attached to statement along with the appropriate budget category.
7. Within 10 days, statement must be given to Operational MTL for approval.
8. Statement then sent to VCC Office Administrative Assistant for payment.

VCC Standard Operating Procedures

G-01: Reception of New Members

General Instructions:

Per the VCC By-Laws, Section 2, New Members are those who have accepted Jesus Christ as their Lord and Savior, being born again, and accept the statement of faith and purpose (Constitution, Article II and III). This Standard Operating Procedure provides instructions for the Reception of New Members.

Specific Instructions:

The reception of new members is a two-step process comprised of the following in sequence.

1. Attend the “What We Believe At VCC” class.
2. Publically proclaim their faith to the congregation at a worship service.

VCC Standard Operating Procedures

G-02: Inactive Members

General Instructions:

Per the VCC By-Laws, Section 4, Inactive Members are those who voluntarily absent themselves from VCC church services for an extended period of time, normally six months or more. This Standard Operating Procedure provides instructions for notification and reinstatement of the inactive members. Note: If “snowbirds” expect to be gone longer than six months, they just need to communicate their intent to the VCC Office so that they won’t be moved to the inactive roll.

Specific Instructions:

At the 15 July 2014 VCC Board Meeting, the board authorized the Senior Pastor and Elders to semi-annually review the membership rolls and remove those they deem to be “inactive members.” The responsibility of members is called out in Section 3 of the By-Laws but the primary determinant of who will be considered an active member will rest primarily on their attendance of worship services and participation in Bible Studies. Financial records will not be a determinant.

Once a person is removed from the membership roll, a notice will be sent to them notifying them of their status, as well as steps to take to renew their membership. Should they choose to rejoin the fellowship and wish to become members again, they must be interviewed by the Elders and may join only upon the recommendation of the Elders.